

P1-061

Executive Registry

81-088

DD/A Registry

81-0087

13 January 1981

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Operations
Deputy Director for Science and Technology
Director, National Foreign Assessment Center
General Counsel
Legislative Counsel
Comptroller
Inspector General
Director of Personnel Policy, Planning, and
Management
Director of Public Affairs

FROM

[Redacted]

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SUBJECT : DCI-Designate Casey Briefings

1. Be prepared, on short notice, to brief DCI-Designate Casey on January 21 or 22 and even possibly over the next few days on the following:

- ° his legal responsibilities in your area;
- ° current sensitive or important matters that he should be immediately made aware of;
- ° decisions he must make in your area within the next five to ten days; and
- ° key areas that you may need guidance on quickly.

2. This should not be on in-depth briefing on your area of responsibility. That will be scheduled later. Keep these first sessions short, succinct, and to the key points--probably one-half hour to 45 minutes.

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cc: DCI
DDCI

[Redacted]

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